



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Northwest Mountain Region  
Colorado, Idaho, Montana, Oregon  
Utah, Washington, Wyoming

1601 Lind Avenue SW  
Renton, Washington 98055-4056

Dear Airport Sponsor:

This letter is to provide you with notification and a list of the annual requirements and deadlines under the Federal Aviation Administration's (FAA) Disadvantaged Business Enterprise (DBE) Program. Please read each requirement carefully as some of the requirements may not apply to your airport. This notice is provided annually and no additional reminder letters will be sent. Please ensure you set up a tracking system to allow you to meet these deadlines.

Requirement	Due Date
1. <b>Signed Unified Certification Program (UCP) Agreement</b> —See Attachment 1 Applicable to airports that have or will have a DBE plan under 49 CFR Part 26.	March 4, 2002 <i>If you have not already done this it is now overdue.</i>
2. <b>FY03 Overall DBE Goal</b> —See Attachment 2 Applicable only to airports that will award contracts during FY03 funded by an AIP grant of \$250,000 or more. <b>Note:</b> If you are submitting a goal and have not submitted a DBE plan under 49 CFR Part 26, you are also required to submit a new DBE plan.	August 1, 2002 <i>If you have not already submitted the goal it is now overdue.</i>
3. <b>FY02 Report of DBE Goal Accomplishment</b> —See Attachment 3 Applicable only to airports who awarded contracts during FY02 that were funded by an AIP grant of \$250,000 or more	October 18, 2002
4. <b>FY02 DBE Concession Accomplishment Report</b> — See Attachment 4 Applicable only to primary airports with concessions. A concession is a for profit business enterprise engaged in the sale of consumer goods or services to the public under an agreement with the sponsor, another concessionaire or owner of the terminal.	December 6, 2002  Negative reply requested.
5. <b>FY03 Concession Plan Update and Goals</b> —See Attachment 5 Only required of primary airports with concessions.	December 6, 2002  Negative reply requested.
6. <b>FY04 Overall DBE Goal</b> —See item 2 above for information Applicable only to airports that will award contracts during FY04 funded by an AIP grant of \$250,000 or more. <b>Note:</b> If you are submitting a goal and have not submitted a DBE plan under 49 CFR Part 26, you are also required to submit a new DBE plan.	August 1, 2003

We appreciate your cooperation in submitting these reports to our office by the indicated due dates. If you have any questions or need additional information regarding the requirements, please call Christine Whitehead at (425) 227-2095 or Joelle Briggs at (425) 227-2097.

Sincerely,

Dennis M. McCain  
Manager, Civil Rights Staff, ANM-9

5 Enclosures  
Attachment 1—Unified Certification Program (UCP) Agreement  
Attachment 2—FY03 Overall DBE Goal  
Attachment 3—FY02 Report of DBE Goal Accomplishment  
Attachment 4—FY02 DBE Concession Accomplishment Report  
Attachment 5—FY03 Concession Plan Goals

cc:  
Denver ADO  
Helena ADO  
Seattle ADO